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| EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210 | CLASSIFICATION UI |
| | CORRESPONDENCE SYMBOL OUI/DFAS |
| | DATE November 1, 2019 |

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 2-20

TO: STATE WORKFORCE AGENCIES

**FROM: JOHN PALLASCH /s/
Assistant Secretary**

SUBJECT: Office of Management and Budget (OMB) Approval of Employment and Training (ET) Handbook 410, 6th Edition, Resource Justification Model (RJM)

1. Purpose. To announce that OMB has approved (under the same OMB approval number provided below) the extension of RJM data information collection.

2. Action Requested. The Employment and Training Administration (ETA) requests that State Administrators provide copies of ET Handbook 410, 6th Edition, to the appropriate state staff.

3. Summary and Background.

a. Summary – On April 29, 2019, OMB approved the data collection described in ET Handbook No. 410, 6th Edition, in accordance with the Paperwork Reduction Act of 1995, through April 30, 2022 (OMB approval number 1205-0430). The Department estimates that the changes made to the data collection will reduce the reporting burden by 424 hours annually. Non-substantive changes were made to the spreadsheet that were not previously included in the last OMB-approved data collection. The changes are: 1) reducing the number of Non-Personal Service (NPS) categories from 10 to six functional categories; 2) removing the Information Technology (IT) Personal Service/Personnel Benefits (PS/PB) worksheet from the Crosswalk Workbook; and 3) including the IT worksheet on the Main Workbook, which will require no user input since the IT expenditures from the Cross PS/PB and the NPS worksheet will be populated and imported into Tab 6-IT in the Main Workbook.

b. Background – The RJM is a data collection instrument that states use to report their Unemployment Insurance (UI) administrative expenditures and staffing hours utilized for the most recently completed fiscal year and extrapolate that information to project administrative expenses for the upcoming year. The RJM comprises two Excel

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| RESCISSIONS None | EXPIRATION DATE April 30, 2022 |
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workbooks that assist states in compiling information needed for the model. ET Handbook No. 410, 6th Edition, provides instructions as to how State Workforce Agency (SWA) staff should prepare the RJM workbooks.

4. **RJM Excel Files.** Excel workbooks needed to complete the RJM submissions are located at <https://oui.doleta.gov/rjm/>. These files comprise the Main Workbook and the revised Crosswalk Workbook.
5. **Inquiries.** Questions are to be submitted to the appropriate Regional Office.
6. **References.** Federal Register Notice: 83 FR 49953 (October 3, 2018); ET Handbook 410, 6th Edition, RJM.
7. **Attachments.**
 - I. ET Handbook 410, 6th Edition, Resource Justification Model (RJM)
 - II. Crosswalk Workbook
 - III. Main Workbook